



24<sup>th</sup> November 2016

Dear Parents/Carers

**Admission Policy 2018-2019**

We are intending to make a change to the school admission policy for 2018-2019.

Please find attached the proposed school determined admission arrangements for the academic year 2018-2019. This can also be found on the school website.

Should you have any queries or questions please feel free to contact the admin office.

Your sincerely

A handwritten signature in black ink that reads "G. Lillo".

Glenn Lillo

Principal



## Determined Admission Arrangements For Oasis Academy Ryelands School 2018-2019

All applications must be made to Croydon Council on the council application form or online at [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions).

Oasis Academy Ryelands is fully inclusive. It is a non-selective school open to pupils of all religious faiths or those of no faith.

### Application process

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Admissions at Oasis Academy Ryelands are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at Oasis Academy Ryelands for the following September, you will need to complete the Common Application Form via the LA website: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions).

If applicants live in another borough, they must apply through their local authority. For 2018/19 and subsequent years the Academy has an agreed admission number of 60 full time pupils for year R.

### Admission Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below.

After the admission of students with an Education, Health and Care plan or statement of special educational needs naming the Academy, the criteria will be applied in the order in which they are set out below:

#### A) Looked after children and previously looked after children

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#### B) Siblings: children with a brother or sister who is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil

A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.

#### C) Children of Staff Member

Children whose parent is a member of staff who has been employed at the Academy for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### D) Distance: priority will be given to Children living closest to the school as measured in a direct line from the home address to the school.<sup>1</sup>

### Tiebreaker

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<sup>1</sup> "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involving child minders (professional or relative), are excluded. Childminding arrangements cannot be taken into account when allocating places.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Distance will be measured in a straight line from the centre of the pupil's main home to the designated main entrance, nominated by the school using the LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties e.g. flats, the centre will be taken from the centre of the building.



In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation. If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). Random allocation process will be independently verified.

### **Twins/triplets or other multiple births for admission into an infant class**

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the Academy, legislation allows us to admit them all, i.e. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number. If you applying for a place for more than one child as a result of multiple births, you must complete a separate form for each child.<sup>2</sup>

### **Shared custody**

If parents share custody of a child, only one address must be provided in the application. It must be the address where the child normally resides, and the applying parent must prove the child's residency at this address, e.g. relevant court documents or the address where the child benefit is payable. If the child resides with each parent for an equal amount of time each week we will treat the address at which the child benefit is payable as the normal place of residence.

### **Waiting lists**

A waiting list will operate for at least one term after the admission date. This will be maintained by the LA. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Thereafter, applicants are required to complete the LA's 'In Year' application form if they wish to remain on the waiting list. 'In Year' waiting list are maintained for one academic year and applicants are required to reapply for each academic year.

### **Appeals**

Parents whose applications for admission to Reception is unsuccessful have the right to appeal to the independent appeal panel, under the School Standards & Framework Act 1998. The timetable for appeals and the appeal form can be found on our website [www.oasisryelands.org](http://www.oasisryelands.org).

Appeals must be submitted on the appropriate form. You must include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. The appeal form will not be accepted unless you state the grounds for your appeal.

The form and any evidence and supporting material must be addressed to the School Admissions Appeal Panel at the school address, so that it is received by the date given on the timetable.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

The school will decide whether or not the individual child's circumstances make this appropriate on educational ground.

### **Admission of children below compulsory school age and deferred entry to school**

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<sup>2</sup> This is only applicable if the first sibling of the multiple births qualifies for the one remaining place at the school'.



The law states that children must attend school full-time from the beginning of the term after their fifth birthday. Whilst children normally start full-time school in the September after they are four, parents can opt to defer the child's start date until the beginning of the term after they are five, but they must take up the place within the same academic year.

If you wish to do this, or you would like your child to start on a part-time basis, please contact the Principal.

If your child's birthday is on or between 1 April to 31 August, and you want to defer entry until the beginning of the autumn term after their fifth birthday, you will lose any reception place offer, and will need to re-apply for a Year 1 place. Your child would therefore go straight into year 1 and miss reception class all together.